

# Senior Accounting Technician



**Job Code:** 1572  
**Grade:** 123  
**Reports to:** Comptroller  
**Salary Range:** \$38,367 - \$58,678  
**FLSA Status:** Non-Exempt

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## **GENERAL STATEMENT OF DUTIES**

Performs difficult work involving the preparation and/or maintenance of fiscal or related records and essential functions according to department or unit of assignment; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification exercises a considerable degree of initiative and judgment in carrying out established City and departmental procedures. Employee performs more complex or specialized duties than does the Accounting Technician classification. Work is performed under general supervision.

## **ESSENTIAL FUNCTIONS**

Preparing and maintaining payroll and employee records; performing accounts payable, accounts receivable, cash receipts, purchasing, and/or general accounting work; assisting with various financial transactions, records preparation, and maintenance.

## **EXAMPLES OF WORK**

- Coordinates and prepares payroll for the assigned department; maintains employee payroll and employee records; responds to employee and supervisor payroll inquiries.
- Compiles cash and general ledger summary reports; verifies cash deposit data for department; audits departmental financial reports.
- Verifies and deposits accumulated funds; maintains cash drawers and petty cash for the department.
- Allocates petty cash expenses to proper general ledger accounts; requests replenishment as needed.
- Administers purchasing cards for the department; tracks card usage and reviews monthly statement reconciliation.
- Develops accounting policy and procedures with appropriate approval(s); documents accounting procedures and updates accounting manual as necessary.
- Reviews and prepares employee travel documentation for reimbursement purposes.
- Maintains department fixed assets records.
- Coordinates any necessary collections activities, e.g., delinquent customer payment plans, returned check collections.
- Evaluates and audits department cash handling practices; recommends changes where warranted.
- Researches and resolves discrepancies, e.g., transactions, bank deposits, customer inquiries, bank or merchant services.
- Researches and processes functions, e.g., aid applications, fixed assets, credit card transactions.
- Operates typewriter, calculator, personal computer, and other standard office equipment incident to maintaining records.
- Performs related tasks as required.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of accounting and payroll processing terminology, methods, procedures, and equipment; thorough knowledge of City, state, and federal payroll and related regulations; general

knowledge of generally accepted governmental accounting principles and methods; thorough knowledge of standard office procedures, practices, and equipment; ability to understand and follow oral and written directions; ability to establish and follow work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy; skill to use a variety of office machines and some typing ability; ability to establish and maintain effective working relationships with vendors, employees, and the general public.

**MINIMUM EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with an Associate's Degree preferred, with coursework emphasis in Accounting, Bookkeeping or related field, and two (2) years of progressively responsible experience in bookkeeping or accounting procedures preferably with automated systems; or any equivalent combination of education, training, and experience.

**WORK CONDITIONS**

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- Work requires reaching, fingering, feeling, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS**

An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.